

2/7/2011

To: Member s of the Los Angeles County Commission for Women

From: Ad Hoc Awards Trust Fund Budget Criteria and Spending Plan Committee
Chm. Charlotte Lesser, Olivia Rodriguez, Reiko Duba, Norma Gallegos and Ruth Creary

Attached please find the draft of the review we were asked to provide to the commission regarding the Budget Criteria and Spending Plan. All suggested changes to the plan are noted in red and the deletions are crossed out. Note that some of the options are out of our hands and have been changed by our vote as a commission or by the County Fiscal Guidelines. Members of the Ad Hoc Committee additionally addressed the wording in the document.

#3. In order to allocate seed monies for our Woman of the Year Luncheon, we must provide a budget for that event at the time when we adopt our annual CW Budget. It must include the allocation of no more than \$2500 for this purpose). This allows us to set aside the seed funds at the beginning of each fiscal year and enables Rhonda to spend that money as needed to secure the venue, print programs and invitations etc.

The paragraph discussing the Holiday donations to shelters is to be removed with the cessation of our annual DV donations as voted by the CW in the 2009-10 year.

#5. The funds set aside for the use of the President are now approved by the CW as part of the financial requirements for our commission. Because this is the case, there is need to define the process following the statement of the establishment of the President's Fund.

#6-8 Changes to #6-8 reflect a financial process used for distribution of funds to be used for our mission and goals during this fiscal year and provide options for organizations to request funds should they become available for use in the future.

#10. Much of this section is no longer relevant as we are precluded from using our funds for this purpose by the fiscal guidelines of the county. However, there is a caveat that donations may be provided to non-profit agencies in memory of such persons as indicated in the suggested change.

Los Angeles County Commission for Women (LACCW) Awards (Trust) Fund Budget Criteria and Spending Plan

1. The fiscal year, for purposes of the Los Angeles County Commission for Women (LACCW), begins July 1st. The LACCW budget is adopted at a meeting in July or as soon in the fiscal year as the financials of the previous year are available to the Commission.
2. The TOTAL TRUST FUND BALANCE is comprised of unspent monies including President's Fund from the previous fiscal year, proceeds from the prior year awards luncheon, interest income, income from other functions and any undesignated donations and honoraria.
3. **An amount of \$2,500 shall be allocated to the Commission's Designated Funds each fiscal year as seed money** ~~An amount not to exceed \$2,500 of the total budget shall be allocated as seed monies for such expenses as deposits, printing costs, and publicity for the Woman of the Year Awards Luncheon. The amount of the seed monies expended shall be considered an expense of the Woman of the Year event.~~ **for the annual Women of the Year Awards Luncheon event(s) to use for deposits, printing costs, and publicity.** The remainder of the unspent seed monies shall be returned to the TOTAL TRUST FUND BALANCE.

~~An amount of \$2,500 shall be allocated annually for donations to domestic violence shelters and/or other valid domestic violence service providers from each of the five Supervisorial districts (\$500 per district) as determined by the Commission before distribution.~~
4. A budget comprised of yearly expenses of the Commission **LACCW** shall be allocated annually and identified as Designated Funds. Such items as ~~annual publications, Association meetings, dues, conferences, and travel expenditures, tickets to events determined to be attended by commissioners on an annual basis, refreshments for the installation of officers, and expenses of the annual retreat, Town Hall Meeting, and June and December meetings with Community groups and organizations~~ **may include: NACW & ACCW Association meetings and travel expenditures, conferences, dues, media/promotional expenses, printing publications and reports, district town hall meetings, June-yearly meeting with community groups and organizations and the Women of the Year Luncheon** ~~see money~~ shall be submitted to the commission for consideration at the time of the adoption of the budget.
5. ~~All undesignated funds shall be considered to be as follows:~~

An amount not to exceed \$5,000 shall be allocated as the President's Fund and shall be utilized by her or **a designated Commissioner** ~~her~~ designee representing the LACCW at Los Angeles County community functions and /or state and national association meetings. **Such**

expenditures shall be approved by the commission at a regularly scheduled meeting.

6. The remaining balance of the undesignated funds shall be allocated to the full Commission LACCW and called the Flexible Spending Account Funds. At the beginning of the fiscal year, the full Commission LACCW budget will be divided equally by a 12-month spending cycle= Five (5) supervisory districts. Any unused Funds from each spending cycle district that are not spent shall roll over to the next month total be returned remain in to the Total Trust Fund Balance. The LACCW Commission, by a majority vote, shall determine all expenditures of the Flexible Spending Account Funds.

- ❖ The President will endeavor to assure the LACCW representation funding allocation is as equally as possible applied in all supervisorial districts.
 - ❖ There will be no Money will shall not be appropriated for political fundraising or political activities events of any type kind. Political fundraising includes all events in which proceeds go to any individual politician or any political party.
 - ❖ The Commission LACCW may actively support or oppose a ballot measure in accord with any position taken by once the Board of Supervisors. has taken a position on the ballot measure. Obviously, the LACCW position must be in accordance with the Board's position.
 - ❖ All expenditures shall be assessed and judged approved according to the criteria and as to their worthiness in furthering the mission and the annual goals of the LACCW Commission for Women.
 - ❖ Donations shall not be made to an individual.
 - ❖ Organizations outside of Los Angeles County shall not be considered for financial support.
7. All requests for funds allow the LACCW 30 days to make a determination. The organization or commissioner requesting funds for any organization must fill out the LACCW's *Donation Request* form which requires the following information before consideration of a request. In addition the Action Plan for the use of the funds must accompany the Donation Request form.
- ❖ Name of organization
 - ❖ Mission of organization - purpose and goals
 - ❖ Organization identification - non-profit status / tax ID number
 - ❖ History of organization
 - ❖ Time of existence
 - ❖ Listing of Board of Directors
 - ❖ Location of Organization
 - ❖ Constituency it serves within Los Angeles County.
 - ❖ Purpose and goals of the event for which support is being requested
 - ❖ Commissioners or requesting organizations shall be specific in

their request regarding the kind **type** of support being requested, i.e. monetary contributions, use of Commission's name or logo, access to mailing resources, and staff assistance.

- ❖ Information whether the organization ~~ever~~ **has previously** received a donation from the LACCW.
- ❖ Recipient's name, time of the event, and amount of donation.

Commissioners must submit all requested **documentation materials** to the commission staff 30 days prior to the next scheduled Commission meeting for consideration of any funding by the Commission.

8. The LACCW's *Donation Recipient Response* form ~~must~~ **shall** be attached with a donation check. The commissioner requesting funds for ~~the work of~~ an organization or an organization requesting funds ~~organization is requested~~ **required** to fill out the form that includes ~~requires~~ the following information, ~~and The organization is also requested to return the form within 60 days of receipt of the funds, or~~ **The funded organization that has received funds from LACCW** may present their reports at one of the Commission's meetings upon request.

- ❖ Name of organization
- ❖ Event information
- ❖ Amount of donation received
- ❖ How the donation was used
- ❖ How the donation assisted women in the Los Angeles County
- ❖ How the donation contributed to the success of the event

9. The LACCW's *Rejection of Donation* form shall be sent out to ~~the~~ **an** organization **which fails to receive funds** by **vote of** the Commission. ~~.once voted upon~~
10. The Consolidated Trust Fund Expenditures and Balance Report shall be submitted to the LACCW on a quarterly basis. ~~The name of the Commissioner and/or organization requesting funds will be furnished in the report.~~
11. ~~Flowers and other Expressions of sympathy up to \$100 may be~~ **donated to a County approved not-for-profit entity in memory of** ~~sent to a Commissioner or Commission staff~~ **member** upon his or her own hospitalization or upon the death of a family member as defined in the Los Angeles County Code. ~~Specifically, the death of a father, mother, stepfather, stepmother, father-in-law, mother-in-law, brother, sister, husband, wife, child, stepchild, grandfather, grandmother, grandchild or domestic partner would qualify for this amount. This policy also provides condolences up to \$100 for family members or domestic partners in the event of the death of a commissioner or commission staff.~~

UNUSUAL CIRCUMSTANCES MAY CAUSE EXCEPTIONS TO BE MADE SUCH AS; TIME CONSTRAINTS, LACK OF A QUORUM, OR MEETING CANCELLATION.

Effective: 02/28/2008

Revised: 02/14/11

Drafted by RD